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| C:\Users\Angus Vinicombe\Documents\Logo\auto-skills-logo.jpg | Risk Assessment  Auto Skills (Reading) CIC |

**Part A: Activity Details**

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| **Activity** |  **Motor Mechanics Training** | **Group/Client** | **Age range 8 - 16** |
| **Division** |  |
| **Address of Activity** | **Unit 3 Green Gables****Tidmarsh Lane****Tidmarsh****RG8 8HG** | **Contact Name** | Angus Vinicombe |
| **Tel.** | 07771 6214650118 934 1539 |
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| **Assessor** Name Signature | Angus Vinicombe | **Date authorised** | 16/08/2019 |
| **Authoriser** Name Signature | Angus Vinicombe | **Date authorised** | 16/08/2019 |
| **Period covered by assessment** | May 2020 – April 2021 | **Version number** | 1.6 |
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| **Outline of risk assessment***Summary of activity*  | Teaching of basic Motor Mechanics, up to and including City and Guilds Level 1 in Light Motor Vehicle Mechanics |
| **Auto Skills Team members** \* First Aider | Angus Vinicombe \*Connor Hill\*Adam GodwinEthan WardKyle LeightonRhys HillLoren Latchford |
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| **Location** | Unit 3 Green Gables, Tidmarsh Lane, Tidmarsh RG8 8HG |
| **Hazard list –** *select your hazards from the list below and use these to complete Part B (add others where appropriate)* |
| **Situational hazards** | **Tick** | **Physical hazards** | **Tick** | **Health hazards** | **Tick** |
| Assault by person | X | Electric shock | X | Infection |  |
| Attacked by animal |  | Fire/burns | X | Physical fatigue | X |
| Cold or Hot environment | X | Hazardous substance | X | Repetitive action |  |
| Vehicle impact | X | Noise | X | Stress |  |
| Drowning |  | Working at height | X | Stings and bites |  |
| Entanglement in moving machinery | X | Confined conditions | X |  |  |
| Object falling, moving or flying | X | Scalding | X |  |  |
| Lifting Equipment | X | **Other** |  | **Environmental hazards** |  |
| Manual handling | **X** | Child Protection | X | Litter |  |
| Slippery surface | X | Pressure system | X | Nuisance noise / vibration | X |
| Sharp object | X |  |  | Physical damage | X |
| Trip hazard | X |  |  | Waste substance released into air | X |
| Getting lost | X |  |  | Waste substance released into soil / water | X |
| Crush by load | X |  |  |  |  |

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| **Risk matrix –** *use this to determine risk for each hazard i.e. ‘how bad and how likely’* | **Likelihood of Harm** |
| **Severity of Harm** | **1 Remote***e.g. <1 in 1000 chance* | **2. Unlikely***e.g. 1 in 200 chance* | **3. Possible***e.g. 1 in 50 chance* | **4. Likely***e.g. 1 in 10 chance* | **5. Probable***e.g. >1 in 3 chance* |
| **1. Negligible** e.g.*small bruise* | **1**  | **2** | **3** | **4** | **5** |
| **2. Slight** *e.g. small cut, deep bruise* | **2** | **4** | **6** | **8** | **10** |
| **3. Moderate** *e.g. deep cut, mild trauma* | **3** | **6** | **9** | **12** | **15** |
| **4. Severe** *e.g. fracture, loss of consciousness* | **4** | **8** | **12** | **16** | **20** |
| **5. Very Severe** *e.g. death, permanent disability* | **5** | **10** | **15** | **20** | **25** |

#### KEY

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| **1 – 4** | Very Low |
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| **5 – 6** | **Low** |
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| **8 –10** | **Medium** |
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| **12 – 16** | **High** |
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| **>20** | **Extremely High** |

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| C:\Users\Angus Vinicombe\Documents\Logo\auto-skills-logo.jpg | Risk Assessment Form Part B – Control Measures |

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| **Hazards2**List what could cause harm from this activity *e.g. working at height, trip hazard, fire, etc.* | **Risk3**Without Controls | **Work Place Precaution**For each hazard, list the measures you will be taking to minimise the risk identified*e.g. appointing competent persons, training received, planning, use of personal protective equipment, provision of first aid, etc.* | **Risk3**With Control | **Risk Control***Measures to ensure work place precautions are controlled and monitored* |
| Assault by person | **3 x 3****Medium** | Referral agent to complete specific risk assessment before young person attends the programme to identify specific behavioural issues. Young people supervised by two staff members at all times when on site. Staff trained in RPI through ‘Team Teach’ program | 3 x 2**Low** | Monitor accident record to assess frequency of occurrence. |
| Cold or Hot environment | **3 x 2****Low** | Workshop has heater. Heater to be maintained annually by competent person. Workshop doors to remain closed when no risk of vehicle emissions. | **1 x 2****Very Low** | Heater service records |
| Vehicle Impact | **3 x 5****High** | * Vehicles to be in place in workshop prior to young people entering where possible. When vehicles must be moved whilst young people are in the workshop, this should be done without switching on the ignition. Vehicle keys to be retained by staff or locked in safe to prevent vehicles being started. If vehicle engine needs to be running to carry out task or inspection, road wheels are to be raised clear of the floor.
 | **3 x 2** **Low** | Monitor accident record to assess frequency of occurrence. |
| Entanglement in Moving Machinery | **3 x 3****Medium** | * All young people to wear overalls provided, or non-baggy work clothes with no hoods. Long hair to be tied back prior to entering workshop. No loose jewellery to be worn when in the workshop. Headphones not permitted at any time.
 | **1 x 2****Very Low** | Monitor accident record to assess frequency of occurrence. |
| Object Falling, Moving or Flying | **4 x 4****High** | * Positioning of vehicles on lifts to be checked by staff member prior to use of lift. Lifts only to be used under direct supervision by staff. Goggles to be worn when using tools which present risk of flying objects.(Any drill, angle or bench grinder, die grinder, wire brush, air chisel, chisel, hammer). Pillar drill chuck key to be kept locked in safe and only used under direct supervision.
 | **2 x 3****Low** | 6 Monthly safety check on lifts. Monitor accident record to assess frequency of occurrence. |
| Lifting Equipment | 3 x 4**High** | * Mechanical equipment supplied for lifting including engine crane, lifting gantry, two post lift, trolley jacks. Correct equipment to be used for task being undertaken, and full training to be given prior to use. Appropriate PPE to be worn at all times. All equipment checked by competent person annually and visually checked before each use.
 | **2 x 3****Low** | Monitor accident record to assess frequency of occurrence. |
| Manual Handling | **3 x 3****Medium** | * Health and Safety Induction to be undertaken by all staff and young people before undertaking any other action at the site. All to be briefed on safe lifting techniques and maximum loads. Lifting equipment to be used at all times where possible. Staff to directly supervise any task involving lifting to ensure safe/correct practise.
 | **2 x 2** **Very Low** | Monitor accident record to assess frequency of occurrence. |
| Slippery Surface | 4 x 4**High** | * Workshop to be monitored at all times by member of staff. Spills to be cleaned using appropriate materials immediately. Oil collectors available in workshop and to be used at all times when working with liquids. Mop and bucket and cleaning materials available in workshop at all times.
 | **3 x 2** **Low** | Monitor accident record to assess frequency of occurrence. |
| Sharp Object | **4 x 3** **High** | * Gloves to be worn when working with tools with sharp points/edges or on vehicle parts which pose potential risk
 | **3 x 2** **Low** | Monitor accident record to assess frequency of occurrence |
| Trip Hazard | **3 x 3****Medium** | * All tools to be returned to appropriate storage immediately after use. Vehicle parts and other workshop paraphernalia to be stored on shelves or disposed of in bins provided. Air lines and electrical cables to be routed around walls where possible and cleared away immediately after use.
 | **2 x 2** **Very Low** | Monitor Accident Record to assess frequency of occurrence |
| Mezzanine Floor (Falling) | **3x3****Medium** | * Young people not permitted access to the Mezzanine Floor and access to the area kept locked at all times.
 | **2 x 2** **Very Low** |  |
| Getting Lost | **3 x 2****Low** | Young people to have the option to remain on site during break times. Hold emergency contacts for each young person on-site. | **2 x 2** **Very Low** | Monitor Incident Record to assess frequency of occurrence |
| Crush by load | **3 x 5****High** | All staff and young people to undertake Health and Safety training prior to undertaking any other action at the site. Positioning of vehicles and engines on lifts to be checked prior to use of mechanical lifts by young people. Staff to directly supervise lifting of vehicles. Axle stands to be used when working on vehicle supported by a portable jack. Regular servicing of lifting equipment to take place. | **1 x 5****Low** | Monitor Accident Record to assess frequency of occurrence |
| Electric Shock | 2 x 4Medium | Annual PAT testing of all electrical equipment. Visual checks of equipment prior to use. Any equipment used outdoors to be protected by suitable RCD.  | **2 x 2****Very Low** | Monitor Accident Record to assess frequency of occurrence. PAT testing records maintained |
| Fire/Burns |  **3 x 5****High** | Fire procedure implemented and all people on-site to receive training on evacuation procedure on accessing the site. Carbon Dioxide and Water Fire Extinguishers to be maintained on an annual basis and be available at 2 locations in the workshop, in the office and upstairs classroom. Where possible, engines to be allowed to cool for one hour prior to being worked on, work gloves to be worn when working with potentially hot parts. Fire drill to be carried out minimum half-termly. | **2 x 2****Very Low** | Monitor Accident Record to assess frequency of occurrence. Maintain Extinguisher check records and display certificate on-site. |
| Hazardous substance | **4 x 3****High** | CoSHH data sheets held for all substances used on site and training to be given to all potential users prior to use. | **2 x 2****Very Low** | Monitor Accident Record to assess frequency of occurrence |
| Working at Height | **3 x 5****High** | Step ladder to be regularly checked for damage. Step ladder only to be used by staff, and to be footed by another member of staff. Step ladder to be put away immediately after use. Step ladder should only be used if absolutely necessary and care given to safe use – eg no over reaching or standing on the top platform. | **2 x 3****Low** | Monitor Accident Record to assess frequency of occurrence |
| Noise | **3 x 3****Medium** | Ear defenders to be used when using equipment with potential to generate noise levels above 85 Db. These include Die Grinder, Air Impact Wrench, Angle Grinder and Air Chisel.  | **3 x 1****Very Low** | Anyone working in loud environment without ear protection to be dismissed from session |
| Scalding | **3 x 4****High** | Where possible, all vehicle engines to be allowed to cool for one hour prior to being worked on and checked by Staff member prior to being worked on by young people. Young people to be supervised when using the on site kettle. | **2 x 2****Very Low** | Monitor Accident Record to assess frequency of occurrence |
| Child protection | 4 x 5Extremely High | All staff working on site to be DBS checked and undertake Safeguarding training and be provided with contact details and a rota for Designated Safeguarding Officer. Two members of staff to be present at all times on site | **2 x 5****Medium** | Monitor Incident Record to assess frequency of occurrence.  |
| Pressure System | **3 x 5****High** | Pressure system to be checked annually by competent person. All staff and young people to be given safety induction on use of compressed air. Any young person found pointing compressed air lines at another to be removed from workshop immediately. All components of pressure system to be checked prior to use. Air tools only to be used under staff supervision. | **2 x 3** **Low** | Maintain records of annual inspection by competent person and regular in-house checks. |
| Wheel Balancer | **3 x 5****High** | Wheel balancer to be used by students under direct one-to-one supervision and only after full tutor demonstration. Safety guard to be used at all times. | **2 x 2** **Very Low** | Monitor Accident Record to assess frequency of occurrence |
| Tyre Machine | **3 x 5****High** | Tyre machine to only be used by students under direct one-to-one supervision and only following full tutor demonstration.  | **2 x 2****Very Low** | Monitor Accident Record to assess frequency of occurrence |
| Nuisance Noise/Vibration | **3 x 1****Very Low** | Work to be carried out during normal office hours and all work to be completed in the workshop or designated yard spaces. | **1 x 1****Very Low** | Monitor complaints to assess frequency of occurrence.  |
| Physical damage | **3 x 2****Low** | Vehicles to only be moved with member of staff in control. Vehicles to be moved when young people are off site, if this is not possible vehicles should be moved without the engine running. | **2 x 2****Very Low** | Monitor Accident Record to assess frequency of occurrence. |
| Waste substance released into air | **1 x 5****Low** | Vehicle emissions unavoidable ensure ventilation of workshop so fumes don’t collect in workshop environment. | **1 x 3****Very Low** | Monitor CO detector in workshop and test monthly. |
| Waste substance released into soil/water | **2 x 3****Low** | Ensure use of ‘SafetyKleen’ devices when working with chemicals. Spill kit to be available in workshop at all times | **1 x 1****Very Low** | Spill records to be maintained. |

*Continue on separate sheet if necessary*